## July 2023 to June 2024 Water System Operator Reimbursement Program Reimbursement Form

Confirm that Pre-Approval has been granted for this operator.     Who is requesting reimbursement?   Operator   City/Utility/Employer   Name of Operator:     Name of City/Utility/Employer:     Course:     A copy of the certificate of completion and receipt for course fees must be included with this form.   Name of Course Sponsor:     Name of Course Sponsor:     Dates of Course:   Course Fees Paid:     Travel and Lodging (if applicable):   Note: Only in-state travel costs are eligible for reimbursement. All receipts must be included. The following are NOT reimbursable (this list is not comprehensive): per diem, rental car, parking, taxi fare, gas, mileage, etc.   Dates of Travel:     Explanation of Travel (including mode of travel, airline and flight information, hotel name, etc.):   FOR DEC USE ONLY	Please complete	e this form to request reimbursement for training courses and/or travel costs.
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Approved By:	Travel/Lod	ging Costs: Object Code: 2010
	Approved By:	gnature Date

# Reimbursement Checklist: Copy of Course Completion Certificate Attached Copy of Course Fee Receipt Attached Copy of All Travel Receipts Attached, if applicable Signature: I hereby certify that the information provided on this form is true and complete to the best of my knowledge and belief. I further understand that I may not receive reimbursement if funding has been exhausted.

Signature of Operator or System Representative

Date

### ALL REIMBURSEMENT FORMS MUST BE POSTMRKED OR SUBMITTED BY JUNE 1, 2024.

# IF YOU ARE ATTENDING A TRAINING IN THE MONTH OF JUNE, YOU MUST REQUEST AN EXTENSION OF THE DEADLINE FROM THE OPERATOR CERTIFICATION PROGRAM.

### Please mail this form and all the required documentation to:

Alaska Department of Environmental Conservation P.O. Box 111800 Juneau, AK 99811-1800

### Or scan this form and all the required documentation and email to:

dec.opcert@alaska.gov



#### **Questions?**

Phone: (907) 465-1139

Email: dec.opcert@alaska.gov

